
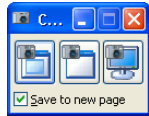


Recording your Notes

Capturing Still Images to Notebook

Access the Screen Capture toolbar from the SMART floating tools or from the Notebook toolbar by pressing the camera icon. 




This toolbar includes the following three buttons (in the order shown above) for capturing all or part of the screen to Notebook.

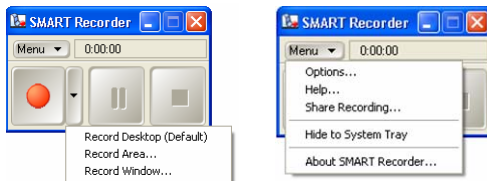
- *Area Capture*—draw a rectangle around the capture area
- *Capture Window*—select a window ; hash marks indicate the capture area
- *Capture Screen*—capture the entire screen

Select the checkbox, *Save to new page*, to insert the next screen capture into a new Notebook page.

Capturing Video (and Audio)

Record the actions that take place on the screen. If a microphone is connected to the computer, you can also record audio. Launch the SMART Recorder by pressing the Recorder button on the Start Center toolbar. 

Press the arrow button next to the red record button to select the record area. The stop button ends the recording and prompts for a filename and location to save the video file.



From *Menu* → *Options*, you can change the *Recording Quality* and *Video Format* settings. The recommended (default) video format is Microsoft Video.

Select the option, *Hide to System Tray*, from the Menu if you do not want the Recorder to appear in a video capture of the entire screen.

Accessing and Storing your Files

Temporarily save files to My Documents

- Create a folder in My Documents and name it with your username or another appropriate name.
- Files are subject to being scrubbed after 7 days.
- Anyone has access to these files.

Transport data to/from the SMART Board computer on a floppy disk or a thumb drive.

Connecting a Laptop to the SMART Board

You may connect your laptop to the SMART Board plasma screen. Download the latest version of SMART Board software for your laptop from <http://www.smarttech.com/support/software/index.asp>.

- Choose the correct platform under SMART Board Software.
 - If you choose Windows, Macintosh, or UNIX/Linux, you will need to install the software directly to your laptop.
 - The USB option allows you to control the SMART Board from your laptop without installing the software.
- After installing the software, seek assistance from the SciVis staff to connect the laptop to the plasma screen and orient the SMART Board.

Where to Find Help

This SMART Board guide is available in PDF format from these ASC MSRC WebPages:

- <http://www.asc.hpc.mil/customer/userdocs/>
- <http://www.asc.hpc.mil/scviz/>

View extensive help for the SMART Board by pressing the *Help* button in the Start Center.

The SciVis staff are also able to answer any questions that you may have.

- DG Adams—937-255-1418
- Rebecca Langdon—937-904-8265

A Quick Guide to Using the SMART Board Interactive Overlay



Use the SMART Board to enhance your productivity and collaboration.

- Control the computer by touching the screen.
- Write directly on presentation slides and electronically distribute these notes in PDF format.
- Take meeting notes on an endless whiteboard.

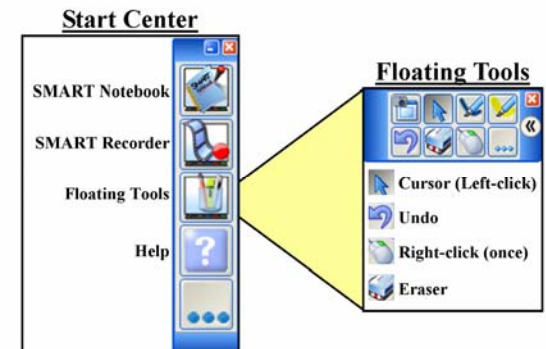
Practice, Practice, Practice!

Before you use the SMART Board with an audience, practice on your own until you are comfortable working with this technology.

Getting Started

Follow the directions provided at the SMART Board to turn on the plasma screen, computer, and interactive overlay.

Launch the Start Center by double-clicking the *SMART Board Tools* icon on the desktop or by selecting *Start* → *All Programs* → *SMART Board Software* → *SMART Board Tools*.



Clicking, Drawing, and Erasing

At any given time, touching the interactive overlay produces a mouse click, a pen mark, or an erased area.

Using the Mouse

The mouse is active when all pens and the eraser are stored in the pen tray.

Left-click—press the screen

Double-click—press twice in the same place

Mouse drag—press the screen and drag the press over the screen

Right-click

- Press (left-click) for about three seconds
- Press the mouse button on the pen tray; then press the screen



- Press the right-click button on the floating tools; then press the screen

Drawing with Digital Ink

Pick up a pen from the pen tray, and draw on the screen. The ink color matches the empty pen slot whose LED is green.



The color of the ink is not tied to the pen, but rather to the pen's slot on the tray. Thus, you can draw with either the pen or your finger. Two pens cannot be active at the same time; the pen that was picked up most recently is the active pen.

Erasing Digital Ink

Pick up the eraser, and the next screen press will remove digital ink from the screen. Picking up a pen when the eraser is active causes the pen to become active instead.

Erase a large area quickly with the *circle and tap method*. Draw a circle around the area with the eraser; then press once inside the encircled area.

Using the Endless Whiteboard

SMART Notebook is an endless whiteboard that is versatile for both creating and saving notes.

Launching Notebook

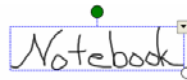
- Double-click the Notebook icon on the desktop
- Press the Notebook button on the Start Center

Taking Notes

Write in Notebook as you would on a whiteboard. Written annotations become modifiable objects that are automatically grouped based on proximity when initially drawn.

Left-click an object to select it.

- Green circle—drag to rotate object
- White circle—drag to resize object
- Dropdown arrow—handwriting recognition and other options
- *Draw* menu—other formatting options

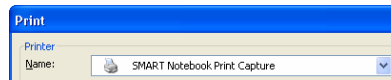


Making the Whiteboard Endless

- Lengthen page—click [Extend Page](#) at the bottom of the page
- Insert new page (after current page)—click the *Insert Blank Page* toolbar button

Importing “Printed Pages” from Applications

Use Notebook to take notes on the printout of another application. To print from another application to Notebook, choose *SMART Notebook Print Capture* from the printer list.



Saving Ideas from Notebook

Distribute Notebook pages to others who do not have the software. Select *Export (PDF, HTML, Images)*... from the *File* menu. In the *Export* window that appears, choose the type of file to export, and browse for a location to save the file. We recommend exporting as PDF rather than HTML because the HTML pages require a special browser plug-in.

Drawing on other Applications

Word, Excel, and other Ink Aware Applications

In these applications, the pen only creates marks in the document area; for other areas, the pen behaves like the left mouse button. Word and Excel include a SMART toolbar with these buttons:

Insert as Image—insert the annotation as a shape in the document at its current location

Insert as Text—insert recognized text at the cursor location

Capture to Notebook—capture a screen shot of the application and all annotations to Notebook
Left-clicking the screen permanently clears annotations that have not been inserted into the file.

The Desktop and Non-Ink Aware Applications

When any tool is removed from the pen tray, these applications appear as a frozen image covered with a bordered transparency layer.

- Remove the layer—left-click the screen
- Restore the layer—press the temporal *Restore* thumbnail or *Undo/Redo* floating tools button
- Capture the screen to save annotations

PowerPoint—The Hybrid Application

PowerPoint is only Ink Aware in presentation mode. View options by pressing the menu (middle) button on the presentation toolbar.



Before beginning a presentation, toggle the following *Settings* options on the menu:

- *Double press* (the slide) *to advance*
- *Selected*—only a double-click switches to the next slide; however, a single press permanently erases any unsaved annotations
- *NOT* selected—a single press advances the presentation; the eraser must be used to remove annotations from the slide
- *Save annotations at end of show*
- *Selected*—you are prompted to save annotations to the PowerPoint file at the show's end
- *NOT* selected—save annotations for an individual slide by choosing *Capture to Notebook* or *Save Annotations to PowerPoint* from the menu